

# Flexible Work Arrangements - Fractional Flexibility Procedure

## Section 1 - Purpose / Objectives

(1) This procedure outlines the process regarding a request for fractional flexibility. It implements the University's [Flexible Work Arrangements Policy](#) and must be read in conjunction with that Policy and the relevant provisions of the industrial instruments which apply.

## Section 2 - Scope / Application

(2) Fractional flexibility refers to an increase or a reduction in time fraction, within the span of ordinary hours/days of work (8am — 6pm, Mon — Fri), on a permanent or fixed-term basis.

(3) All ongoing and fixed-term staff are eligible to apply for fractional flexibility. This does not preclude consideration of and granting requests from other employees, particularly when the request relates to parenting or caring responsibilities.

## Section 3 - Definitions

(4) Nil

## Section 4 - Policy Statement

(5) Nil

## Section 5 - Procedures

### Part A - Roles and Responsibilities

Role	Responsibilities
Managers / Supervisors	Implement the University's Flexible Work Arrangements Policy and the applicable procedure in the manner outlined.
Staff	Comply with the University's Flexible Work Arrangements Policy and applicable procedure.

### Part B - General

(6) All requests will be considered on a case-by-case basis in accordance with the [Flexible Work Arrangements Policy](#), this procedure and the relevant provisions of the applicable industrial agreement.

(7) While fractional flexibility is not an automatic right, the University will not refuse any request that can be

reasonably accommodated within operational requirements.

(8) The University has additional obligations to staff who are seeking to vary their work arrangements due to parenting or carer responsibilities. The University will not unreasonably refuse to accommodate the responsibilities that the person has as a parent or carer.

## **Part C - Application**

### **Staff Request**

(9) Where practicable, requests to vary a substantive time fraction should be discussed with the staff member's supervisor/manager in the first instance.

(10) Applications for fractional flexibility must be made in writing using [HR44 Employee Variation Request Form](#) to the appropriate manager/supervisor outlining the following details:

- a. proposed duration and dates and/or frequency and cycle (where relevant);
- b. anticipated commencement date, review date and finish date, if applicable;
- c. the reason for the request; and
- d. any anticipated interruption to client service, supervision or other communication or cost implication and how that maybe mitigated.

### **Consideration of request**

(11) Applications for fractional flexibility should be considered and determined by a delegated officer in accordance with the [People and Culture Delegations Schedule](#). The decision must be made in accordance with the University's [Flexible Work Arrangements Policy](#) and the relevant provisions of the applicable industrial agreement.

(12) Supervisors/managers should seek advice from People and Culture where appropriate and a decision regarding a request must be provided in writing within 21 days of receiving the request.

(13) Supervisors may consider approving and implementing a variation in fraction for a short fixed-term basis, on a trial basis to review and assess the effectiveness of the arrangement.

(14) A variation to fraction may be approved as an ongoing arrangement or for a fixed-term duration and may be reviewed at least one month prior to the date of expiry.

(15) Where a staff member moves to a new position, they may need to reapply for their flexible work arrangement. Suitable arrangements should be discussed with the relevant supervisor.

(16) Where applicable, a request to renew or continue a fractional flexibility arrangement should be made at least 4 weeks prior to the proposed start date or expiration date of the current arrangement.

### **Declining a request**

(17) Where a request cannot be granted, supervisors/managers should seek advice from People and Culture.

(18) The decision not to approve the request should be discussed verbally with the employee in the first instance. Wherever possible, alternatives should be considered before a final decision is made.

(19) The final decision must be communicated to the staff member in writing within 21 days of receiving the request. The decision must clearly set out the reasonable business grounds upon which the decision was made.

(20) A copy of this documentation should also be placed on the employee's personnel file. All employment records

should be retained in accordance with the University's [Records Management Policy](#) .

## **Approving a request – People and Culture processing**

(21) On approval by the delegated officer, a variation to fraction must be documented using the [HR44 Employee Variation Form](#) and forwarded to People and Culture for processing, prior to the commencement of the arrangement.

(22) The written agreement must include:

- a. commencement and, where applicable, the end date of the arrangement;
- b. number of weeks/days/hours per week, where applicable;
- c. other relevant details (e.g. any trial period, or other special arrangements or requirements signed by both staff member and supervisor).

## **Commencement**

(23) A fractional flexibility arrangement can commence at a mutually agreed time between the staff member and their delegated supervisor/manager, provided it commences at the beginning of a pay period/fortnight and that sufficient notice has been provided to People & Culture to affect any salary changes.

## **Review of the Arrangement**

(24) A flexible work arrangement may be reviewed and evaluated at any time if relevant circumstances change. The agreement may be varied or replaced by another written agreement between the University, and the staff member.

## **Termination/variation of the agreement**

(25) The University and staff member may discontinue or vary a time fraction at any time by mutual agreement. Any changes must be recorded in the [HR44 Employee Variation Form](#) and forwarded to People and Culture for processing.

# **Section 6 - Guidelines**

(26) [Flexible Work Arrangements Toolkit](#) (located under 'Flexible work and parental leave').

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th May 2016
<b>Review Date</b>	1st June 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	9th May 2016
<b>Expiry Date</b>	Not Applicable
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